



NEW PRIVATE SCHOOL LICENSE

Mail this application to: Private School Office, 755 N. Roop Street,
Suite 201, Carson City, NV 89701

YOUR COUNTY Enclose a check or money order: \$300.00

- a. Name of school
- b. Address (physical)
- c. Address (mailing if different than physical)
- d. Telephone number
- e. FAX number
- f. Designated Administrator & Title (principal, liaison, headmaster)
- g. E-mail address
- h. Website
- i. Name of sponsoring business entity
- j. Ownership status (individual, partnership, corporation, other-See NV
Secretary of State paperwork
- k. Grade levels to be served
- l. Anticipated Enrollment for coming school year
- m. ☐ Profit OR ☐ Nonprofit o. Anticipated opening date

*Any member of the Nevada Department of Education may visit the school and inspect the premises and operating procedure of the school during reasonable business hours.

*A designated representative of the school will appear before the Nevada State Board of Education if requested by the Department.

I, the undersigned, do consent to the investigation by state authorities and do solemnly swear (or affirm) that the information set forth in the foregoing application is true and complete to the best of my knowledge, and that failure to disclose pertinent information or the concealment of information or making false statements in the detailed application for licensure shall constitute valid grounds for refusal of license or revocation of a license.

Signed

Subscribed and sworn before me this

day of

20

State of Nevada, County of:

Notary Public

Address

City, State, Zip Code

NRS 394.221 The BOARD shall receive investigate as necessary and act upon applications for licenses and agents' permits

NEVADA REVISED STATUTES & NEVADA ADMINISTRATIVE CODE REQUIREMENTS

Component 1: Instruction

1.1 Initial here if you are **strictly** following the Common Core State Standards and/or going beyond, ([Nevada Academic Content Standards](#)).

If you are not strictly following the CCSS, list the names, descriptions and levels of proposed courses. These must be at a level above the CCSS and comply with, •Nevada High School Graduation Requirements and •NRS 389. (NRS 394.130 & NAC 394.030)

1.2 If you are not strictly following the CCSS, state the measurable objectives for each grade and course. Provide the procedures to be used in evaluating attainment of the objectives. (You will attach a sample copy of the report card and the progress report in component 3) (NAC 394.030)

1.3 List the textbooks & supplementary materials to be used for each course. Are these in concert with 1.1 above? **YES** **NO** (NAC 394.040)

1.4 Give proposed time schedules for classes by level (which must meet the minimum requirements in the •Nevada Course of Study, •Nevada High School Graduation Requirements and •NRS 389. (NAC 394. 030)

Kindergarten Grades 1 & 2 Grades 3-6
 Grades 7 & 8 Grades 9-12 Special Ed.

(NAC 387.131) Minimum Required times: Kindergarten ~ 120 minutes Grades 1 – 2 ~ 240 minutes
Grades 3 – 6 ~ 300 minutes Grades 7 – 12 ~ 330 minutes Special Education ~ 330 minutes

(NAC 387.105) Short school day is 2/3 of a regular school day. K ~ 80 minutes Grades 1 & 2 ~ 160 minutes
Grades 3 – 6 ~ 200 minutes Grades 7 – 12 & Special Education ~ 220 minutes

1.5 When will the examination on the Constitutions of the United States and Nevada be given? (Kindergarten only schools – N/A) (Once in elementary and once in secondary) (NRS 394.150)

Grade Month Grade Month

1.6 Describe the physical education facilities (photos acceptable): List the quipment available. How will PE Standards be met? (NAC 394.040)

1.7 List the library materials and other facilities/services available for instruction, research and study. You do NOT need to list every title in your library; the number of titles is sufficient. (NAC 394.040)

1.8 List the audiovisual & instructional equipment available and used. Describe those items that may be unusual. (NAC 394.040)

Component 2: Personnel

ADMINISTRATOR (NAC 394.050) /LIAISON (NAC 394.040)

2.1 Name

Title: ADMINISTRATOR* LIAISON¹

A school with 150 or more students and 6 or more instructors must have a qualified administrator. (NAC 394.040) A school with fewer than 150 students and fewer than 6 instructors must have a qualified liaison. (NAC 394.040)

*Ways to **qualify** as an **Administrator** in Nevada Private Schools:

1. Hold a valid Nevada Administrator's license;
2. Hold a valid Administrator's license from another state;
3. Hold a Bachelor's degree and letters from the educational institution where FIVE years of experience in educational administration was earned; or
4. Hold a Master's degree and letters from the educational institution where THREE years of experience in educational administration was earned.

¹ Ways to **qualify** as a **Liaison** in Nevada Private Schools:

1. Hold a valid Nevada Teacher license;
2. Hold a valid Administrator's license from another state;
3. Hold a Bachelor's degree and letters from the educational institution where FIVE years of experience in educational administration was earned; or
4. Hold a Master's degree and letters from the educational institution where THREE years of experience in educational administration was earned.

Mark the qualifications that the above named person holds for this position and submit copies of the paperwork that demonstrates the person's qualifications.

Attach the resume and three reference letters which attest to the character, reputation and professional competence of the above-named person. One letter **MUST** be from a NV resident. All letters must be signed and on personal or professional letterhead.

TEACHERS/INSTRUCTORS (NAC 394.050)

2.2 Attach copies of licenses or other proof of qualification for **all** teachers. (NAC 394.050 (2))

How many teachers will you be hiring? As soon as hiring is complete you **MUST** provide the appropriate attachments for teachers as shown above. **(Paperwork MUST be received a week before your first day of school.)** Verification **must** be on the letterhead of the school at which the experience was obtained.

Ways to **qualify** to **teach** in Nevada Private Schools:

1. Hold a valid Nevada Teacher License;
2. Hold a valid Teacher License from another state;
3. Hold a Bachelor's degree and letters verifying THREE years of classroom teaching experience in an appropriate grade level; or
4. Hold a Master's degree and a letter verifying ONE year of classroom teaching experience in an appropriate grade level.

2.3 How many instructors are to be assigned to each grade and course? (NAC 394.040) List each of your grade levels and the number of teachers being assigned on an attached page; label this section 2.3. For secondary grades provide a list by grade and subject area.

2.4 Provide job descriptions for each class of employee ~ administrator or liaison, teacher, aide, etc. (NAC 394.050) Please check the descriptions you have included.

Administrator/principal/Liaison

Clerical

Teacher

Aide

Other

2.5 Describe the procedures for evaluating the educational personnel and attach evaluation forms used. (NAC 394.050) Who completes the evaluation? What are the timelines for evaluations?

2.6 Submit an alphabetical list of all employees who are not licensed and the position they fill in a three column chart. The first column is for the employee's last name, the second column is for the first name and the third column is for the position they fill. An

audit of employee files will be done as part of the on-site visit by a member of NDE. Do **NOT** send copies of any of the criminal background paperwork including sheriff's cards.

2.7 Submit three letters of reference – written by local (in state) adults - for the Owner **OR** Chairman of the Board of Trustees attesting to their **character and reputation**. (If this is the same person named as the Administrator or Liaison, do not recopy, simply state that the head of the school is also the owner or chair.) All letters must be written on personal or professional letterhead **and** signed. (NAC 394.160, 394.168-169) Name of Owner or Chair

2.8 Respond to these questions: HAS ANY OFFICER OR MEMBER OF THE STAFF OF THE SCHOOL BEEN CONVICTED OF ANY CRIME OR FELONY WHICH COULD AFFECT RELATIONSHIPS WITH PUPILS?
HAS ANY OFFICER OR MEMBER OF THE STAFF OF THE SCHOOL BEEN CONVICTED OF ANY CRIME OR FELONY INVOLVING MORAL TURPITUDE? (NAC 394.160) **If the answer to either question is YES, provide details to explain WHO, WHAT, WHERE, WHEN, & COURT RESULTS.**

Component 3: Students

3.1 List the maximum number of pupils to be enrolled in each grade and course. (NAC 394.040) Make a chart for grades 7 – 12 or 6 – 12 with the subject areas (English, Math, Science, History, PE/Health, Technology, Fine Arts, World Languages, Other) in column one and the grade levels across the top for secondary level.

Kindergarten:	Grade 1:	Grade 2:	Grade 3:
Grade 4:	Grade 5:	Grade 6:	

3.2 Attach copies of the Progress Reports and Report Cards to be used to show student progress. Include samples from various levels, i.e. Kindergarten, Primary, Intermediate, Middle School, High School. (NAC 394.080)

3.3 In addition to your report card and progress report, what other methods are used to evaluate your students? (NAC 394.090)

3.4 Attach copies of the Certificate of Completion or Diploma to be given to indicate that the student has satisfactorily completed the course of instruction or study. (NAC 394.080)

3.5 State the policy relative to **standards of academic progress** required of students, including your grading system, conditions for probation, dismissal and re-entrance. If this is found in your included brochure, please indicate the page number and tag the page. (NAC 394.090)

3.6 State your attendance policy/regulations relative to absences, tardiness, & unsatisfactory attendance. If this is found in your included brochure, please indicate the page number and tag the page. (NAC 394.090)

page

3.7 State the procedure used to maintain and report attendance. If this is found in your included brochure, please indicate the page number and tag the page. (NAC 394.090)

page

3.8 Provide a copy of the written policy of the school relating to **student conduct** including behavior and/or conditions for dismissal. BE SURE YOUR POLICY IS COMPLIANT WITH THE REQUIREMENTS OF THE DUE PROCESS LAW. If this is found in your included brochure, please indicate the page number and tag the page.

☐

YES

☐

NO

3.9 Will you be admitting students with disabilities? If yes you need to carefully review NRS 394.353 through NRS 394.379.

Component 4: Student Records

4.1 Name the person who will be responsible for the maintenance of permanent records in a secure file. (NAC 394.070)

4.2 Where will these records be securely kept? (NAC 394.070)

4.3 Who will be responsible for the records in case the operation of the school terminates? [Note: If a school closes, its owners or administrators **shall** notify the department and **submit all permanent records of pupils** as well as all records pertinent to the financial resolution of encumbrances and indebtedness.] (NAC 394.070)

4.4 How many years will the school keep the student records in a secure location?

4.5 Provide a list of the contents which will be found in a student's cumulative record. Be sure to include an example of items that are "school unique" •attendance •grades •other documentation directly related to the student's progress •photocopy of his/her birth certificate (NRS 394.145) •his/her certificate of immunization (Unless excused because of religious belief or medical condition, a child may not be enrolled in a private school in Nevada unless s/he has been immunized.) (NRS 394.192 & NAC 394.190)

SECONDARY SCHOOLS: 4.6, 4.7, 4.8

4.6 State the policy of the private school relative to transfer of credits for previous education and training. If this is found in your included brochure, please indicate the page number and tag the page. (NAC 394.080)

4.7 Credits earned at the private school must be such that an enrolled student may transfer to a comparable private school without loss of credit. Explain how such credentials will be transferred to a comparable school without loss of credit. (NAC 394.080)

4.8 Provide an example of a proposed student transcript of credit. (NAC 394.170)

Component 5: School Brochure/Catalog & Calendars

5.1 Provide **ONE** copy of the school brochure and/or hand-outs given to parents/enrollees. **Highlight** the following items on this paperwork and **mark** the item with the given letter or number. (NAC 394.060) (NAC 394.220) **A** Name & Address of this private school; **B** Names of **ALL** governing board members, officials and faculty with an indication of **which** administrators, supervisors and instructors are licensed by the Department of Education and **which** are qualified by the alternative means per NAC 394.050; **C** Date of the publication of the brochure; **D** This school's philosophy; **E** Brief description of proposed grades and programs; **F** Daily schedule of classes (start and end times, lunch times); **G** Description of all charges including purpose for each charge include tuition, book fees, supplies, activities, use of laboratories, service charges, rentals, deposits, room and board, etc. and the methods and due time of payment; **H** CLEAR statement of the policy regarding cancellations and refunds; and **I** Secondary Level Schools, the number of credits a student must earn.

5.2 How will this brochure be distributed to parents and students before enrollment? (NAC 394.060)

5.3 Are the contents of the brochure and hand-outs incorporated in all agreements and contracts for enrollment?

5.4 On what page of your brochure/catalog is your **STATEMENT OF ASSURANCE** that clarifies that *students will be admitted to this school without regard to race* found? (NAC 394.170)

Initial here **5.5** **If** you follow your county's annual school calendar – **exactly**. **Otherwise**, submit copies of the school calendars for the school years for which your license is being renewed. Calendars must include at least 180 days, show beginning and ending dates of the term and official holidays. (With written approval of the Superintendent of Public Instruction and written authority of your board of directors, up to 5 short school days may be included.) Use the calendar format prescribed by the NDE Private Schools Office.

Component 6: Safety

6.1 Your Crisis Response Plan is **CONFIDENTIAL** – do NOT send it to any agency other than those listed below. (NRS 394.1698)

ANNUAL REQUIREMENTS - You must submit a copy of your entire plan to the Department of Public Safety, Emergency Management Office via email: NDEPlanning@dps.state.nv.us

Please give the street address and other identifying information for the Fire Station and Law Enforcement Office to which you delivered a copy of your school's plan.

6.2 Now carefully read **NRS 394.1685** through **NRS 394.1699** and **NRS 388.253**.

6.3 Visit [School Crisis and Emergency Plans](#) and comply with the information there.

6.4 Submit the ***Crisis & Emergency Response Compliance Certification*** to Diana Hollander at Dhollander@doe.nv.gov.

6.5 A copy of your fire drill procedures must be posted in every classroom. Who is responsible for this at your school? (NRS 394.170) Provide a copy of the fire drill procedures/information that is posted in each classroom. Be sure to include NRS 394.170 (NAC 394.430)

6.6 Name the Fire Chief who is supervising your monthly drills. (You **MUST** notify your local station and invite the Chief or his/her representative to observe/supervise.) **This is NOT optional.** (NRS 394.170)

Component 7: Facility, Lease & Insurance

7.1 Along with a copy of your **Certificate of Occupancy**, Submit A, B, or C. (NAC 394.100)

A. **New school/buildings** - Submit plans prepared by architects or engineers licensed to practice in Nevada. Label classrooms with grade level and be sure floor dimensions are on the plan. **(NAC 394.040)**

B. **Remodel ~ Extensive Repair ~ Additions** - Submit plans including detail as prepared by architects or engineers licensed to practice in Nevada. Label classrooms with grade level and be sure floor dimensions are on the plan. **(NAC 394.040)**

C. **Existing buildings** - Submit "as-built" drawings with labels identifying classrooms/grade levels and be sure floor dimensions are on the plan. **(NAC 394.040)**

Kindergarten = 35 square feet/child and Grades 1 – 12 = 30 square feet/child.

7.2 Submit a copy of the **Fire Department** inspection report for an inspection completed within the past 12 months which indicates the facility meets all codes for the prevention of fire. (NAC 394.110) (If you were inspected by the Clark County Fire Department you will not have a written record of this inspection – a copy of your County Business License will prove your school has been approved by the CCFD.)

Date of report or Business License

7.3 Submit a copy of the **Health Department** inspection report for an inspection completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110)

Date of report

*IF your school operates a **food service** program, submit a copy of the **Health Department** inspection report for an inspection of the kitchen completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation.

(NAC 394.110)

Date of report

7.4 IF your school has vehicles for transportation of pupils submit a copy of the vehicle inspection report done in the past 12 months by the **Department of Motor Vehicles and Public Safety** which defines the condition, equipment and identification of the vehicles. (NAC 394.110) **Questions about vehicles and/or vehicle inspections need to be addressed to Diana Hollander, dhollander@doe.nv.gov or call her at 702-688-**

4319.

Date of report

Number of Vehicles

7.5 Compliance with the Federal OCCUPATIONAL SAFETY & HEALTH ACT (OSHA) Submit evidence of communication, dated within the last 12 months, with the DIVISION OF INDUSTRIAL RELATIONS OF THE DEPARTMENT OF BUSINESS & INDUSTRY. You will either get a report from their visit –OR- a letter acknowledging your request for a visit with a promise to get your site scheduled. **Call them early.** (NAC 394.110)

Date of Inspection or Date of SCATS Letter

7.6 What are the locations of your site's MSDS binders?

7.7 Name your insurance company and attach the coversheet of the insurance policy that covers buildings & equipment, death, personal injury and property damage. Insurance MUST show at least \$1,000,000.00 coverage per occurrence. (NAC 394.130) Be sure this coversheet shows as a certificate holder: **Nevada Department of Education, Private Schools, 700 East 5th Street, Carson City, Nevada 89701.**

7.8 Submit a copy of the Lease or Rental Agreement. From whom are you renting/ leasing? How long is the agreement good? Are there "automatic" renewal time periods – how many?(This document will be kept in your file for this period – resubmission will be needed upon **expiration.**) (NAC 394.130)

If the school or sponsor owns the property, submit appropriate documentation to demonstrate ownership. Purchase date:

Component 8: Advertising

8.1 Provide copies of all of the school's proposed advertising, including your web page address. If using outdoor advertising, **do not use** the words State Board of Education. If including "licensed by the state board of education" or something similar, it must be in print no larger than the smallest print used in the advertisement. (NAC 394.150)

Component 9: Sponsoring Organization & Financial Information (NAC 394.140)

9.1 List ALL owners, directors, officers, shareholders, trustees and other parties who have a **financial** interest in this school. **FULL DISCLOSURE IS REQUIRED** Give each person's name, title in regard to this organization and percentage of financial interest.

9.2 Submit a copy of the **CERTIFICATE OF AUTHORIZATION** to do business from the NV Secretary of State.

9.3 Submit a copy of the **Articles of Incorporation** with this application.

9.4 Submit a copy of the **Bylaws**.

All amendments or changes to Articles of Incorporation and/or Bylaws must be sent to NDE as soon as they are made.

9.5 Submit the proposed budgets showing **estimated** revenues and expenditures for the **next two** years. (Four years for four year schools – check your license.)

9.6 Submit a copy of the (minimum) \$5,000 Surety Bond made payable to the State of Nevada, Department of Education for the term of your license. The bond must be a private elementary and secondary school license/solicitor bond. (See the next page.) Do NOT get a bond for Post-secondary education.

In lieu of the Surety Bond the school may purchase a Certificate of Deposit. The CD must require the signature of the Superintendent of Public Instruction's signature in order to be cashed out. (NRS 394.271)

Non-profit schools:

9.7 Submit a copy of the official declaration of tax exempt status from the **IRS**, do not send the tax exempt paperwork from the Nevada Treasurer's Office.

PRIVATE ELEMENTARY AND SECONDARY SCHOOL LICENSE/SOLICITOR BOND

MANDATORY Pursuant to NRS 394.271

Bond Number

KNOW BY ALL THOSE PRESENT THAT AS PRINCIPAL,

NAME OF EDUCATIONAL INSTITUTION

ADDRESS

CITY/STATE/ZIP

AND,

SURETY COMPANY

HOME OFFICE ADDRESS

CITY/STATE/ZIP

as Surety, are held and firmly bound unto the **STATE OF NEVADA, Nevada Department of Education**, in the sum of **FIVE THOUSAND (5,000) DOLLARS**, for the payment of which sum, well and truly be made, we bind ourselves, our successors and assigns, jointly and firmly by these presents.

THE condition of this obligation is such that whereas Principal is desirous of obtaining a license to operate a Private Educational Institution pursuant to the provisions of Nevada Revised Statutes Chapter 394, as amended and the rules and regulations of the Nevada Department of Education adopted pursuant thereto, commencing on:

NOW, THEREFORE, if the above bounden Principal shall faithfully comply with all of the provisions of said statutes, rules and regulations and amendments, this obligation shall be null and void; otherwise to remain in full force and effect.

THIS bond is provided by the Principal and surety pursuant to the provisions of Nevada Revised Statutes Chapter 394 and rules and regulations of Nevada Department of Education, and amendments of such statutes or rules and regulations in effect during the life of this bond. The requirements of such statutes, rules and regulations, or amendments thereto, and the terms, conditions and provisions thereof are and shall be deemed incorporated in and made a part of this bond as though fully set forth herein.

THE SURETY herein reserves the right to withdraw as such surety except as to any liability already incurred or accrued hereunder, and may do so upon the giving of written notice of such withdrawal to the Nevada Department of Education; provided, however, that no withdrawal shall be effective for any purpose until thirty (30) days have elapsed from and after the receipt of such notice by said Nevada Department of Education and further provided that no withdrawal shall in any way affect the liability of said surety arising out of the obligation herein created prior to the expiration of such period of thirty (30) days.

UPON notice by the Nevada Department of Education with supporting evidence to Surety of claims against Principal, Surety is held to resolve such claims within a sixty (60) days period from date of notice by the Nevada Department of Education.

IN WITNESS THEREOF, the Principal and said surety have hereunto caused this instrument to be executed at

day of , 20

EDUCATIONAL INSTITUTION

SCHOOL REPRESENTATIVE

SURETY COMPANY

REPRESENTATIVE OF SURETY COMPANY

STATE OF } County of

ON this day of , before me,

a Notary Public in and said County and State, personally appeared

known to me to be the person whose name is subscribed to the within instrument as

Attorney-in-fact of the

and acknowledged to me that he subscribed the name of said company thereto as

Principal, and his own name as Attorney-in-fact.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal at

my office, in said County and State, this day of

20

Notary Public